

National Aeronautics and
Space Administration
Lyndon B. Johnson Space Center
2101 NASA Road 1
Houston, Texas 77058-3696



Reply to Attn of:LF251-06

TO: NASA Foreign Travel Employees

FROM: NASA Centralized Travel Office

SUBJECT: Transition of Duties to the NASA Shared Services Center (NSSC)

The NASA Centralized Travel Office (CTO) functions will be transitioning to the NASA Shared Services Center (NSSC) effective March 1, 2006, including the Foreign Travel activity. Our records indicate that you have an open Foreign travel authorization. Employees are encouraged to promptly submit vouchers with the required receipts as soon as travel is complete so payment may be processed prior to the activity transition.

CTO will be processing vouchers received on or before February 24. Vouchers and receipts received after February 24 will be transitioned to the NSSC. NSSC will resume processing on March 1, 2006.

On March 1, 2006 employees should begin faxing receipts to the NSSC. The fax number for receiving vouchers is 1-866-779-NSSC (1-866-779-6772).

If you have any questions or need any further assistance, please contact the current CTO point of contact, Judy White, at 281-483-9788.

June A. Boeckel